

Schedule 152

NMPP ENERGY

(Nebraska Municipal Power Pool)

MUNICIPAL ENERGY AGENCY OF NEBRASKA
NATIONAL PUBLIC GAS AGENCY
PUBLIC ALLIANCE FOR COMMUNITY ENERGY
AMERICAN PUBLIC ENERGY AGENCY

Nebraska Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508
(402) 471-2559

**REQUEST FOR APPROVAL
OF RECORDS RETENTION
AND DISPOSITION SCHEDULE**

SCHEDULE

152

AGENCY, BOARD OR COMMISSION

NMPP ENERGY

DIVISION, BUREAU OR OTHER UNIT

**TO: STATE RECORDS ADMINISTRATOR
STATE OF NEBRASKA**

PART I -- AGENCY STATEMENT

In accordance with Section 84-1212.01, R.R.S. 1943, approval of the attached records retention and disposition schedule by the State Records Administrator is hereby requested. Retention periods and dispositions have been recommended by this agency after a careful evaluation of all factors listed in Section 84-1212.01, R.R.S. 1943.

SIGNATURE

TITLE

DATE

[Signature]
Exec Dir

07-29-04

PART II - ARCHIVAL APPROVAL

The attached schedule has been analyzed, all archival and historical material has been properly identified, no disposition except by transfer to the State Archives has been recommended for such material, and this schedule is approved as submitted.

SIGNATURE

DATE

Andrew I. Falgout

STATE ARCHIVIST

Aug. 27, 2004

PART III -- APPROVAL BY STATE RECORDS ADMINISTRATOR

The attached schedule has been reviewed in accordance with Section 84-1212.01, R.R.S. 1943, and is approved as submitted.

SIGNATURE

DATE

[Signature]
John A. Hall

STATE RECORDS ADMINISTRATOR

8/30/04

RMA 01005D

INSTRUCTIONS FOR USING THIS SCHEDULE

Records retention and disposition schedules are designed to serve as your records management guidelines for storing and disposing of records, regardless of the media on which they reside. Local Agencies General Records Schedule #24 contains those records common to most local government agencies. This schedule, along with the unique schedule written specifically for records unique to your office, approved by the State Records Administrator, provide your only ongoing authority to dispose of records. Listed below are some basic procedures to follow when applying your schedule.

DISPOSING OF RECORDS

1. Check your schedules to see what the retention period is. Note: Your agency's unique schedule will take precedence over General Records Schedule #24 for any items which have differences in retention requirements.
2. Dispose of records that have met their retention periods.
3. Complete a Records Disposition Report for the records you dispose. The Records Disposition Report form is the last page of this schedule. Remove the form, photocopy it, complete the form, make a photocopy for your records, and send the completed form to the Records Management Division at the address below. This report establishes that the destruction was performed in your normal course of business.

Please remember to retain the blank form for future use.

NON-SCHEDULED RECORDS

Contact a Records Management Consultant in Records Management to see whether the records will fit under an item already on the schedule. If they do not, they must be retained until they are added to the next revision of your schedule.

SCHEDULE UPDATE

It is the responsibility of each agency to periodically update their schedule. A Records Management Consultant in Records Management can assist you with the schedule update, which involves adding new records and making revisions to existing items. Keeping your schedule current will ensure that you have the ongoing authority to discard records when their useful life has ended.

QUESTIONS

If you have any questions about these procedures, please contact your agency Records Officer or your Records Management Consultant in Records Management. We will help you with any questions the schedule may present, including: transferring records to the State Records Center or State Archives, microfilming records, scanning records, etc.

**Records Management Division
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
402-471-2559**

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SCHEDULE 152 NMPP ENERGY

(Nebraska Municipal Power Pool)

**MUNICIPAL ENERGY AGENCY OF NEBRASKA
NATIONAL PUBLIC GAS AGENCY®
PUBLIC ALLIANCE FOR COMMUNITY ENERGY
AMERICAN PUBLIC ENERGY AGENCY**

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SCHEDULE 152 –NMPP ENERGY

152-1 ACCOUNTS PAYABLE LEDGERS AND SCHEDULES

Dispose of after 5 years, provided audit has been completed.¹

152-2 APPARATUS FAILURE RECORDS

Failure or malfunction of voltage regulators, oil circuit reclosures, or other line apparatus or equipment.

Dispose of after 6 years.

152-3 ARTICLES OF INCORPORATION, PETITION FOR CREATION, CHARTER, BYLAWS, MERGER DOCUMENTS

Legal documentation relating to the organization.

Retain permanently.

152-4 ATTENDANCE RECORDS

May include lists of employees who have been hired, employment applications and front desk attendance sheets.

Dispose of after 4 years.

152-5 AUDIT REPORTS

Dispose of after 7 years.

152-6 BANK RECONCILIATIONS

Dispose of after 5 years, provided audit has been completed.¹

152-7 BANK STATEMENTS

Dispose of after 5 years, provided audit has been completed.¹

152-8 CAPITAL STOCK AND BOND RECORDS

May include ledgers, transfer registers, stubs showing issues, record of interest coupons, options.

Retain permanently.

152-9 CHART OF ACCOUNTS

May include listings of all general ledger accounts used in maintaining utility accounting.

Dispose of after 7 years.

152-10 CHECKS

May include those canceled for important payments, i.e. taxes, purchases of property, special contracts. Checks should be filed with the papers pertaining to the underlying transaction.

Dispose of after 5 years, provided audit has been completed.¹

152-11 COBRA RECORDS

Consolidated Omnibus Budget Reconciliation Act.

Dispose of 7 years after termination of employment.

152-12 CONTRACTS, NOTES, AND LEASES (EXPIRED)

Dispose of after 7 years.

152-13 CORRESPONDENCE - LICENSE, TRAFFIC AND PURCHASE

Dispose of after 7 years, subject to review by the State Archivist for possible accession.

152-14 CORRESPONDENCE – PRODUCTION

Routine data from power plants about what is produced and billed from a specific power plant.

Dispose of after 7 years, subject to review by the State Archivist for possible accession.

152-15 COST OF SERVICE STUDIES

Studies performed to determine cost of providing service.

Dispose of 7 years after rates revised.

152-16 DEEDS AND EASEMENTS

Deed and title papers including abstracts of title and supporting information such as appraisals.

Transfer to Transferee OR dispose of 6 years after property is sold.

152-17 DEPRECIATION SCHEDULES

Retain permanently.

152-18 DIVIDEND CHECKS

Dispose of after 5 years, provided audit has been completed.¹

152-19 EMPLOYEE BENEFIT PLANS

May include detailed records showing computation of accruals for pension liabilities, pension or annual payrolls, disability plans and summary plan descriptions of benefit records.

Dispose of 2 years after termination of plan.

**152-20 EMPLOYEE RETIREMENT INCOME SECURITY ACT (ERISA)
RETIREMENT AND PENSION RECORDS**

Dispose of 10 years after termination of employment.

152-21 EMPLOYMENT ADVERTISEMENTS

Dispose of after 3 years.

**152-22 EXPENSE REPORTS/ANALYSES/EXPENSE DISTRIBUTION
SCHEDULES**

Agency specific expense reports and schedules for monthly accounting purposes on electricity and natural gas. Reports are generated by in-house accounting department.

Dispose of after 5 years.

152-23 FACILITIES MANAGEMENT (CURRENT YEAR) RECORDS

Dispose of after 5 years.

**152-24 FEDERAL FAMILY AND MEDICAL LEAVE ACT
(FMLA) RECORDS**

Section 825.500.

Dispose of after 3 years.

152-25 FINANCIAL FORECASTS

Includes computer or hand generated financial forecasts used for other financing approval or for internal use.

Dispose of after 3 years.

152-26 FINANCIAL STATEMENTS

Includes year-end, other optional reports, working papers which may include raw data used in compiling report studies, and financials.

Dispose of after 7 years, provided audit has been completed.¹

152-27 FIRE INSPECTION REPORTS

Dispose of after 7 years.

152-28 FRANCHISE AGREEMENTS FOR ELECTRIC SERVICE

Documents and supporting information authorizing Municipal Energy Agency of Nebraska (MEAN) to provide electric service within city or village, including records of payments made.

Retain permanently.

152-29 GARNISHMENTS

Dispose of after 5 years.

152-30 GENERAL/PRIVATE LEDGERS, YEAR-END TRIAL BALANCE

Dispose of after 7 years, provided audit has been completed.¹

152-31 GROUP DISABILITY RECORDS

May include any records that document the disability of the employee (does not include actual disability plan).

Dispose of after 7 years after termination of plan.

**152-32 INSURANCE RECORDS, CURRENT ACCIDENT REPORTS,
CLAIMS, POLICIES**

Includes policies and related paper work connected with related insurance issues.

Dispose of 5 years after termination of policy.

152-33 INTERNAL REPORTS (MISCELLANEOUS)

Dispose of after 3 years, subject to review by the State Archivist for possible accession.

**152-34 INTERRUPTION OR OUTAGE REPORT AND SUMMARIES,
LIGHTING AND STORM DATA, LINE TROUBLE REPORTS AND
RECORDS**

Individual and summary reports of power outages, storm damage and line malfunctions.

Dispose of after 6 years.

152-35 INVOICES

May include invoices to customers and from vendors.

Dispose of after 5 years, provided audit has been completed.¹

152-36 LOAN DOCUMENTS

Retain permanently.

152-37 LOBBYING AND RESEARCH RECORDS

Research from other states on common utility concerns. Not created by NMPP.

Dispose of after 3 years.

152-38 MATERIAL SAFETY DATA SHEETS (MSDS)

May include MSDS or some identification of substance used or found.

Dispose of 30 years after termination of employment.

152-39 MEDICAL AND EXPOSURE RECORDS RELATING TO TOXIC SUBSTANCES

Dispose of after 40 years.

152-40 METER HISTORY CARDS

Records of meter purchase, performance, maintenance and test results.

Dispose of after life of meter.

152-41 NEBRASKA MONTHLY WITHHOLDING TAX DEPOSIT (FORM 501N)

Dispose of after 8 years.

152-42 NEBRASKA QUARTERLY WITHHOLDING RETURN FORM (941N)

Dispose of after 8 years.

152-43 NOTES RECEIVABLE LEDGERS AND SCHEDULES

Dispose of after 5 years, provided audit has been completed.¹

152-44 OPERATIONS – DATA

Tags, schedules, load management, reports, IRP plans, load history.

Dispose of after 5 years.

152-45 OSHA TRAINING DOCUMENTATION

Dispose of after 3 years.

152-46 PATENTS AND RELATED PAPERS

Retain permanently.

152-47 PERMITS

Permits of a temporary nature from municipalities or others to perform specific work, such as construction permits, cross rail lines, permits granted for the use of other's facilities.

Dispose of 6 years after expiration or cancellation.

152-48 PHYSICAL INVENTORY TAGS

Dispose of after 3 years.

152-49 PLANT COST LEDGERS

Dispose of after 7 years, provided audit has been completed.¹

152-50 PROPERTY APPRAISALS BY OUTSIDE APPRAISERS

Dispose of after 7 years.

152-51 PROXIES

Retain permanently.

152-52 PURCHASE ORDERS

Purchasing department copy.

Dispose of after 7 years, provided audit has been completed.¹

152-53 RATE SCHEDULES

Dispose of after 25 years.

152-54 RECEIVING SHEETS

Dispose of after 1 year.

**152-55 RECORDS PERTAINING TO UNFAIR OR DISCRIMINATORY
EMPLOYMENT PRACTICES AND AMERICANS WITH EMPLOYEE
MEDICAL RECORDS AND ANALYSIS DISABILITIES ACT**

Dispose of 7 years after final deposition of charge or action.

**152-56 REGULATORY COMMISSION OR AGENCY ORDERS AND
DECISIONS**

Relating to actions by NPRB, Public Service Commission, Rural Electric Administration, or other state or federal agencies that apply.

Retain permanently.

152-57 RETIREMENT AND PENSION RECORDS

Retain permanently.

152-58 SAFETY AND ADMINISTRATIVE SECURITY RECORDS

Dispose of after 3 years, subject to review by the State Archivist for possible accession.

152-59 SALES TAX AND UNDERLYING RECORDS

Records include forms filed with state and sales tax exemption records.

Dispose of after 8 years, provided audit has been completed.¹

152-60 SECURITIES, APPLICATION TO ISSUE, BOND RECORDS

Authorizations for issuance of securities, bond counsel opinions, redeemed revenue bonds, bond coupons and related records.

Dispose of 6 years after redemption.

152-61 SUBSIDIARY LEDGERS

Dispose of after 5 years, provided audit has been completed.¹

152-62 SUBSTATION RECORDS AND REPORTS

Records regarding construction, maintenance and operation of substation, including inspections.

Dispose of after 3 years, subject to review by the State Archivist for possible accession.

152-63 SYSTEM MAPS

Maps showing service area boundaries and locations of facilities.

Dispose of 10 years after superseded, subject to review by the State Archivist for possible accession.

**152-64 SYSTEMS AND TECHNOLOGY HARDWARE AND SOFTWARE
LICENSING RECORDS**

Dispose of 5 years after expiration of license.

**152-65 TAX RETURNS AND WORKSHEETS, REVENUE AGENT'S
REPORTS, AND OTHER DOCUMENTS RELATING TO
DETERMINATION OF INCOME TAX LIABILITY**

Retain permanently.

152-66 TRADEMARK REGISTRATIONS AND COPYRIGHTS

Retain permanently.

152-67 UNEMPLOYMENT COMPENSATION TAX DETAIL RECORDS

Dispose of after 8 years.

NOTE

1. These records may be disposed of after the required retention period, provided the audit has been completed with the audit released and all related audit comments resolved. Check with the organization that performed the audit, and, if applicable, the Federal cognizant agency if there is a question whether resolution is complete. For records retention purposes only, the issuance of an audit waiver (or an Unaudited Financial Statement for villages) by the Auditor of Public Accounts shall take the place of an actual audit.

RECORDS DISPOSITION REPORT

| | |
|---|--------------|
| TO: SECRETARY OF STATE RECORDS MANAGEMENT DIVISION 440 S. 8TH STREET SUITE 210 LINCOLN, NE 68508-2294 | AGENCY |
| | DIVISION |
| | SUB-DIVISION |

REQUIRED INFORMATION:

In accordance with the Records Management Act, records of this agency have been disposed of under the authorization granted by the following schedule(s):

| SCHEDULE NUMBER(S) ONLY (DO NOT INCLUDE SECTION AND ITEM NUMBERS) | TOTAL VOLUME DISPOSED (SEE REVERSE) |
|--|--|
| | |
| | |

OPTIONAL INFORMATION (FOR YOUR USE ONLY):

You may include detailed information which will be useful to you in recording exactly what records were disposed of and under what authority. This might include such things as schedule section and item numbers, title of records, inclusive dates of records, etc. This information is not required to be filed with Records Management.

| |
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| | |
|------|-----------|
| DATE | SIGNATURE |
|------|-----------|

SEND ORIGINAL TO RECORDS MANAGEMENT. MAKE A PHOTOCOPY FOR YOUR RECORDS.

RMA 03006D

VOLUME ESTIMATING GUIDE

**(PLEASE NOTE THAT FOR REPORTING PURPOSES, A BALLPARK
ESTIMATE OF THE TOTAL VOLUME OF MATERIAL DISPOSED IS
ADEQUATE.)**

| | |
|---|---------------|
| Vertical File Cabinet, 4 drawer letter-size | 6 cubic feet |
| Vertical File Cabinet, 4 drawer legal-size..... | 8 cubic feet |
| Lateral File, 4 drawer/shelf letter-size | 9 cubic feet |
| Lateral File, 4 drawer/shelf legal size | 12 cubic feet |
| Records center carton..... | 1 cubic foot |
| About a pickup load | 50 cubic feet |